



The COLLEGE
of PODIATRY

COURSE APPROVAL PROCESS: Application Form

Further information:



courses@cop.org.uk



www.cop.org.uk

APPLICATION FOR CPD COURSE APPROVAL

Course Details	
Course title	
Name of course organiser	
Name of organisation providing course (if applicable)	
Contact details of person responsible for submitting application	
Name	
Job title	
Telephone number	
Email address	

DECLARATION**Declaration to be completed by Course Organiser**

I confirm that the information given in this application is correct.

Signature: _____

Date: _____

Please provide evidence to satisfy each of the standards.

Standard of education and training (SET)	Where can evidence be found to demonstrate that this standard is met? (e.g. course timetable, course information)
SET 1: Level of qualification for entry to the course	
<p>1.1 The College normally expects that the threshold entry qualification to the course will be:</p> <ul style="list-style-type: none"> ✘ BSc Podiatry or equivalent professional qualification ✘ Qualification that entitles applicant to practice as a registered health care professional 	
<p>1.2 Where a course assumes prior knowledge or requires specific pre-requisites then this must be made explicit.</p>	
SET 2: Application to attend the course	
<p>2.1 The application procedures must give the applicant the information they require to make an informed choice about whether to undertake the course</p>	
<p>2.2 The application procedures must give the applicant information about the type and level of qualification required to attend the course.</p>	

Standard of education and training (SET)	Where can evidence be found to demonstrate that this standard is met? (e.g. course timetable, course information)
2.3 The course organiser must collect information from attendees to ensure that they satisfy the set entry qualifications.	
SET 3: Course management	
3.1 The course must have monitoring and evaluation systems in place. A summary of the evaluation must be supplied to the College of Podiatry after each delivery of the course.	
3.2 There must be a named person who has overall professional responsibility for the course who must be appropriately qualified and experienced and, unless other arrangements are agreed, be on the relevant part of the HCPC Register or a Member/Fellow of the College.	
3.3 Subject areas must be taught by members of the course delivery team with relevant specialist expertise and knowledge.	
3.4 There must be an adequate number of appropriately qualified and experienced members of the course delivery team to deliver an effective course.	

Standard of education and training (SET)	Where can evidence be found to demonstrate that this standard is met? (e.g. course timetable, course information)
3.5 The resources to support attendees learning must effectively support the required learning objectives and teaching activities of the course.	
3.6 Where attendees participate as recipients of practical and clinical teaching, appropriate protocols must be used to obtain their consent.	
3.7 The course provider must have identified where attendance is mandatory and must have associated monitoring mechanisms in place.	
SET 4: Course curriculum	
4.1 The course content and method of delivery must be commensurate with the course learning objectives.	
4.2 The course must reflect the philosophy, core values, skills and knowledge base as articulated in any relevant curriculum or practice guidance.	
4.3 Integration of theory and practice must be central to the curriculum.	
4.4 The curriculum must remain relevant to current practice and present evidence to support practice as appropriate.	

Standard of education and training (SET)	Where can evidence be found to demonstrate that this standard is met? (e.g. course timetable, course information)
4.5 The delivery of the course must support and develop autonomous and reflective thinking.	
SET 5: Course assessment	
5.1 The assessment strategy and design must measure the learning outcomes.	
5.2 Information about the method of assessment and the required level of attainment to pass must be made available to the attendees.	
5.3 The assessor/s must be appropriately experienced in order to perform the assessment.	
5.4 The measurement of attendees' performance in the assessment must be objective and ensure fitness to practice.	
5.5 There must be effective monitoring and evaluation mechanisms in place to ensure appropriate standards in the assessment.	
5.6 Feedback on assessment performance must be provided to attendees.	
5.7 There must be an opportunity for attendees to be re-assessed, and the timescales for this should be clear.	

Please provide a list of the documentation supplied with this application:

Document number	Document name
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	